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CENTRAL INTELLIGENCE AGENCY REGULATION

(28 May 1952)

2. FOREIGN AREA AND TERRITORIAL DIFFERENTIALS AND ALLOWANCES

A. Scope and Purpose

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*not the only reason* → This regulation establishes the allowances and differentials which are payable to CIA employees stationed in foreign countries or in United States territories and possessions (to equalize insofar as is possible the conditions of employment of personnel serving in such areas with personnel serving in the District of Columbia. ←

This instruction supplements but does not incorporate the Federal regulations governing payment of differentials and allowances. For tables of rates and detailed information and instructions not contained in this regulation, references shall be made to the applicable Federal regulations.

B. Standards and Criteria

Except as otherwise specifically provided in this regulation, all allowances and differentials shall be administered and paid in accordance with the prescribed standards and rates and at the designated localities established by the following <sup>Government</sup> Federal regulations:

- (1) The foreign area post differentials shall be governed by the Standardized Government Post Differential Regulations (Foreign Areas) issued by the Department of State.
- (2) The foreign area allowances shall be governed by the Standardized Government Civilian Allowance Regulations (Foreign Areas) issued by the Department of State.
- (3) The territorial post differentials and the territorial cost-of-living allowances shall be governed by the Civil Service Commission Regulations published in Part 350, Chapter 2-1 of the Federal Personnel Manual.

C. Definitions

(1) Foreign Areas

Areas, exclusive of the 48 States of the United States, the District of Columbia and territorial areas, so designated by the Secretary of State for the application of the standardized foreign post differential and foreign area allowances.

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(2) Territorial Areas

Territories, possessions, trust territories of the United States and such additional areas located outside the continental United States so designated by the Secretary of State for the application of territorial post differentials and territorial cost-of-living allowances.

D. Differentials and Allowances Authorized

(1) General Provisions

(a) Policies

- (1) Cost-of-living allowances (post, special post, transfer and separation) and differentials shall be paid in the full amount specified by the rate schedules.
- (2) Living-quarters allowances (temporary lodging and quarters) shall be adjusted within the maximum amounts established based on estimates to be made by the employees of their actual annual expenditures for quarters.
- (3) Eligible employees who are stationed at foreign posts for which both quarters and/or cost-of-living allowances and a foreign post differential have been established shall be paid both the allowance and the differential. Payment of both the territorial post-of-living allowance and the territorial post differential is restricted as provided in D (3) (b) (2) of this regulation and the Civil Service Regulations.

(b) Effect on Basic Compensation

- (1) The foreign area and territorial differentials and allowances are not a part of basic compensation for computing Civil Service Retirement deductions, overtime, holiday premium payments or night differentials.
- (2) Territorial cost-of-living allowances and differentials and foreign post differentials are income for tax purposes and shall be included in compensation for computation of withholding tax, but the foreign area allowances are not taxable.

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(c) When Payable

- (1) The allowances and differentials are payable only to employees who are permanently assigned to positions in overseas or territorial areas. Generally the differentials and allowances become payable on the date of arrival at the post and usually end on the date of permanent departure from the post, instead of on the date of departure from or arrival in the United States.
- (2) The applicable Federal regulations and this regulation specify the conditions under which the differentials and allowances are payable while only temporarily away from the assigned post.
- (3) None of the foreign area allowances will be included in lump-sum payments for annual leave, but the foreign area, territorial [REDACTED] differentials, and the territorial cost-of-living allowance may be included in lump-sum leave payments when the employee is separated at his post of assignment and his return transportation to the United States is not and will not be paid by the CIA.

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(2) Foreign Areas

- (a) The foreign area post (salary) differential is additional compensation payable at a fixed percentage of base salary for service in a post abroad where conditions of environment differ substantially from those in the United States because of extraordinarily difficult living conditions, excessive physical hardship or notably unhealthful conditions and warrant a recruitment incentive. The differential is payable at the posts and rates established in the Standardized Post Differential Regulations and may in no instance exceed 25 per centum of the rate of basic compensation. X
- (1) In cases of authorized duty away from the post of regular assignment, it will be necessary to distinguish clearly between "temporary duty" and "on detail" for the purposes of paying the foreign post differential. Any reasonable controversy should be resolved by considering the assignment to be "temporary duty". The travel orders should indicate clearly whether a "detail" or "temporary duty" is intended.

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- (a) Temporary duty will be designated to cover periods of time away from the post of assignment under orders to perform duties for or on its behalf, and the differential will be paid at the rate prescribed for the post of assignment.
  - (b) In cases of "on detail" or "on transfer" as defined in section 1. 2 (g) and (h) of the Standardized Post Differential Regulations, the payment of the differential applicable to the post from which transferred or detailed will stop as of the close of business on the date of departure, regardless of the hour of departure. Payment of the differential applicable to the post to which transferred or detailed will start as of the beginning of the date of arrival at that post, regardless of the hour of arrival. When transfer or detail travel begins and ends on the same calendar day, the differential applicable to the post which pays basic compensation for that day will be paid. No differential will be paid for any full calendar day while an employee is enroute between the old and new posts.
  - (c) Any duty in the United States, including consultation at Headquarters, shall be treated as a detail to a non-differential post.
- (2) The post differential is payable for the entire period that an employee is away from the post on annual, sick or other authorized leave with pay.
- (b) Living-quarters allowances are payable to an employee permanently stationed in a foreign area for whom Government quarters are not made available. This authority does not apply to localities designated as territorial areas in Part 350, Chapter 2-1, Federal Personnel Manual. There are two types of living-quarters allowances: Temporary lodging allowances and quarters allowances.
- (1) The temporary lodging allowance is authorized to provide temporary quarters funds for an employee upon his first arrival at a new post during the period (not to exceed 3 months) in which permanent quarters are being obtained. The allowance covers within the limits prescribed by the Standardized Allowance Regulations the cost of lodging, heat, light and fuel (including gas and electricity). The amount of the allowance is determined by the classifi-

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cation of the post, family status, and the daily rates prescribed in the Standardized Allowance Regulations.

- (2) The quarters allowance is authorized to cover within the limits prescribed by the Standardized Allowance Regulations expenses for permanent living quarters, heat, light and fuel (including gas and electricity). The maximum rate is determined by the classification of the employee's post, his family status and his personnel classification or position or his salary whichever is applicable.
- (c) Cost-of-living allowances are payable to an employee permanently stationed in a foreign area to cover within the limits of the Standardized Allowance Regulations excessive and extraordinary living costs and related expenses incidental to such employee's assignment. There are four types of cost-of-living allowances: post allowance, special post allowance, transfer allowance and separation allowance.
  - (1) The post allowance is authorized at foreign posts where the cost of living is proportionately so high that an allowance is necessary to enable the employee to carry on his work efficiently. The amount of the allowance is intended to reimburse the recipient for excess necessary expenditures (exclusive of quarters) above expenditures that would be incurred for similar goods and services in Washington, D. C. The amount of the allowance is determined by the classification of the post, the employee's salary, family status and the annual rates prescribed in the Standardized Allowance Regulations.
    - (a) To be eligible to receive the "with family" allowance, the presence of the family, as defined in Section 1-5 b of the Standardized Allowance Regulations, is required at the post of assignment.
    - (b) Under Section 4.4 (b) of the Standardized Allowance Regulations, the grant of a post allowance will continue while an employee with family is temporarily absent under orders (including orders for leave involving travel at government expense) from the country or countries of assignment and his family remains in the

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country of assignment. However, if the family is also absent and in the case of an employee without family, the post allowance will cease on the date of departure from the post of assignment. Payment will not resume until the date of return to such post.

(c) Under Section 4.4 (c) of the Standardized Allowance Regulations the grant of a post allowance will continue while an employee is absent from the country or countries of assignment on (1) non-workdays, (2) holidays, or (3) not to exceed 30 calendar days, at any one time while on annual leave and/or sick leave (other than leave involving travel at government expense), including transit time and periods of consultation if leave is taken in the United States.

(2) The special post allowance is a post and/or quarters allowance payable in lieu of any other post or quarters allowance, to an employee at a foreign post where unusual housing and/or living cost conditions have been determined to exist. It is applicable only where separate classifications with respect to quarters and post allowances have not been fixed because the actual costs in the area are abnormally high.

(a) The quarters portion of the special post allowance shall be governed by the regulatory provisions of the Quarters Allowance Section of the Standardized Allowance Regulations and this Regulation.

(b) The post portion of the special post allowance shall be governed by the regulatory provisions of the Post Allowance Section of the Standardized Allowance Regulations and this regulation.

(3) The transfer allowance is payable to an employee for extraordinary and necessary expenses deemed incident to the establishment of his residence at his post of assignment pursuant to an appointment, assignment, reassignment or transfer that involves travel on the part of an employee from one post to another or from

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a place in the United States, its territories or possessions, to a foreign post. The amount of the allowance is determined by the zone classifications of the respective posts (or places) to which and from which the employee is transferred, his salary and his family status as prescribed in the Standardized Allowance Regulations.

- (h) The separation allowance is payable to assist an employee, who is compelled by reason of any of the following conditions to meet the additional expense of maintaining his wife and minor children elsewhere than in the country of his assignment.
- (a) Dangerous living conditions, meaning conditions warranting or having resulted in the evacuation or exclusion of families from an area on account of danger to life or property, including but not limited to war, riots, earthquakes, epidemics, etc.;
  - (b) Notably unhealthful or excessively adverse living conditions at the post;
  - (c) For the convenience of the Government, meaning situations at posts
- (1) Where housing facilities are subject to control by U. S. military authorities, a foreign government, or some other authority, and are not made available for the use of the family of an employee; or
- (2) Where, in the interest of the Government, the family of an employee does not proceed to or remain in his country of assignment as a result of CIA's recommendation or withholding or terminating necessary authority.

*When a member of the family of an employee who has been granted a separation allowance shall enter the country to which the employee is assigned, the grant for such member of the family shall terminate on the date when the member of the family arrives in the country of assignment.*



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*should be handled  
as an allotment on an  
allowance basis*

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- (d) The representation allowance is authorized for employees in order that there may be paid on their behalf or reimbursed to them reasonable and officially necessary expenses incurred for the enhancement of the United States prestige and interest. Such representation may be overtly in behalf of the United States Government generally or
- [REDACTED]

- (1) A representation allowance may be granted to an employee while he is in a travel status on a special mission or while stationed in a foreign area to cover expenses of the following character:
- (a) Official entertainment or entertainment necessary to establish and maintain individual personal relationships to promote the representation of the United States and the most effective accomplishment of the employee's mission.
  - (b) Tips, gratuities, flowers or similar tokens may be presented in accordance with local custom for the maintenance of the prestige of the United States.
  - (c) Transportation expenses exceeding the cost of minimum first-class accommodations and a maximum of \$10 per day supplementary per diem for actual excessive subsistence expenses incurred because of representational reasons while in a travel status.
  - (d) A supplementary quarters allowance, when stationed at a foreign post, in a fixed amount to be accounted for in accordance with the Standardized Government Civilian Allowance Regulations.
  - (e) Other specific items of expense incurred because of necessary representational duties. These might include, but are not limited to, the expense of an extra servant or chauffeur or the purchase of suitable gifts for foreign officials.

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Supp. & Purpose (2, 9.)

- (2) Representation allowances are to assist employees in accomplishing their jobs in the most effective manner possible. They are not intended as an inducement to employment, to compensate for cost-of-living or hardship conditions, or to be used for recreation, or extending or reciprocating courtesies of a personal nature. Representation allowances are not to be used to provide entertainment, flowers or other tokens solely for other officers or employees of the United States Government, or their families. Where it is necessary to have officers or employees of the United States Government attend official functions, foreigners and/or other Americans must be in attendance if any costs involved are to be charged against representation funds.
- (3) Territories and Possessions
- (a) The territorial post differential is additional compensation payable at territorial posts having conditions of environment which differ substantially from conditions of environment in the continental United States because of extraordinarily difficult living conditions, excessive physical hardship or notably unhealthful conditions and warrant additional compensation as a recruitment incentive. The differential is payable at the posts and rates established in the Civil Service Regulation and may in no instance either alone or when combined with a territorial cost-of-living allowance exceed 25 per centum of the rate of basic compensation. The payment of the differential is also subject to the general provisions stated in the Foreign Area Differential Section of this regulation.
- (b) The territorial cost-of-living allowance is additional compensation payable at territorial posts where living costs are substantially higher than in the District of Columbia. The allowance shall be paid at the places and rates established by the Civil Service Regulation and may in no instance either alone or when combined with a territorial post differential exceed 25 per centum of the rate of basic compensation.
- (1) In accordance with the provisions of section 350.6 of the Civil Service Regulation, payment of the territorial cost-of-living allowance to eligible employees will continue for all periods of authorized

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annual and sick leave including travel time within such periods. Payments will continue during all periods of authorized temporary duty away from the post of assignment as long as the duty is not "on detail" to another post.

- (2) When the Civil Service Commission authorizes both a territorial post differential and a cost-of-living allowance at the same post of assignment, it is possible for the percentage rates to total more than 25 per cent of base pay. However, no payment of more than 25 per cent of base pay is permissible. In any case, when both types of additional compensation are authorized, the full territorial cost-of-living allowance must be paid first and then that part of the authorized territorial post differential which will not cause the total of the two to be more than 25 per cent of base pay. (It is important to follow this rule because of the different rules of eligibility for the two types of additional compensation.)

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(5) Special Provision - Unclassified Posts

- (a) The Personnel Director may, upon the recommendation of the Assistant Director concerned and with the concurrence of the Comptroller, prescribe foreign area or territorial allowances and/or differentials for posts not classified by the Department of State or the Civil Service Commission. Such allowances and differentials shall conform, insofar as is practicable, with the rates and standards used by the Department of State and the Civil Service Commission.

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If such posts are subsequently classified by the Department of State or the Civil Service Commission, then such classified rates shall be adopted by CIA. The Personnel Director shall review periodically and at least annually all such rates prescribed by him and make any changes warranted.

- (b) For those posts not classified by the Federal regulations, or under the provisions of the above section, foreign area or territorial allowances and/or differentials shall be paid in accordance with the lowest allowance and differential classifications established within the countries where such posts are located. At those posts where the Personnel Director prescribes rates for particular allowances and/or differentials only, the lowest classification within the country shall apply with respect to all other allowances and/or differentials.

(6) Special Allowances and Differentials

It is the policy of CIA to keep the kind and number of special allowances and differentials at a minimum. Generally the standardized allowances and differentials will be sufficient to meet the needs of most employment situations and shall be utilized in all instances where applicable. However, if conditions of cover or operational requirements are such that the employee will be subject to personal hardship and/or expense not otherwise compensated for, a special allowance and/or differential of the following type may be authorized:

- (a) Special living-quarters and cost-of-living allowances may be granted at any foreign area or territorial post in addition to or in lieu of those authorized under other provisions of this regulation for extraordinary and/or unusual expenses necessarily incurred because of operational or security requirements or because of unusual circumstances existing at the post of assignment. The amount of such allowances shall be determined by the authorizing officers in accordance with the recommendations of the appropriate Assistant Director, as provided in Section F (1) (c) of this regulation, and the reports submitted in accordance with section F (8) of this regulation. To the extent that it is practicable, the authorizing officers shall conform to the standards and criteria used in determining the classification and rates for the standardized allowance.

*leave in CFR's*  
*Who are authorizing officers? (Personnel Director)*  
*ambiguous?*

[ADs of Covert Offices are authorized to approve such allowances upon determining the necessity and justification for their payment...]

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[AD recommend and  
PD and SCO may  
approve]

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(b) <sup>R</sup>Special post differentials may be granted at any foreign area or territorial post when it is established that conditions of cover or operational requirements constitute an extraordinary personal hardship. The standardized differentials compensate for environmental hardships; therefore, the special differential is limited to operational hardships created by the employment situation. The amount of such differentials shall be determined by the authorizing officers in accordance with the recommendations of the appropriate Assistant Director, as provided in section F (1) (c) of this regulation, and the reports submitted in accordance with section F (8) of this regulation. Provided, however, that the differential authorized under this section shall not either alone or in combination with the Standardized Differential exceed 25% of the base salary of any individual.

(c) Special representation allowances may be granted to individuals under non-governmental cover in conformance with the standards and criteria prescribed by this regulation and the Federal regulations for United States representation.

? (d) All the general provisions of the Federal regulations and this regulation are applicable to the special allowances and differentials.

E. Eligibility Requirements

Eligibility of CIA employees permanently stationed in territories and possessions of the United States or in foreign areas for the various allowances and differentials, if they otherwise meet the specific requirements, is determined in accordance with the following provisions and the eligibility criteria prescribed by the applicable Federal regulations.

(1) General Requirements

(a) All CIA employees who are citizens of the United States are eligible to receive the foreign area living-quarters, cost-of-living (post, special post, transfer and separation) and representation allowances.  
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better definition needed  
why this? → (b) All CIA civilian employees compensated on a per annum basis and occupying positions paid in accordance with the compensation schedules fixed by the Classification Act of 1949, who are citizens or nationals of the United States, are eligible to receive the foreign area and the territorial post differentials if they meet the following requirements:

(1) Their residence in the area to which the post differential applies, at the time of receipt thereof, shall be fairly attributable to their employment by the United States, and

(2) Their residence in such area over an appropriate prior period of time must be fairly attributable to employment by the United States or by United States firms, interests or organizations.

(3) Husbands and Wives

(a) Generally the post differential shall not be paid to both husband and wife when both are stationed, employed or resident in the same post differential area. Nor is an employee whose spouse resides in the area eligible for the differential if it is determined that the employee is in the area primarily to be with the spouse even though the spouse is not receiving the differential.

However, the marriage of two employees, separately eligible prior to marriage to receive the differential within the criteria prescribed, will not deprive either employee of such payments as long as a condition of ineligibility does not occur.

Better definition needed → (c) All CIA civilian employees compensated on a per annum basis and occupying positions paid in accordance with the compensation schedules fixed by the Classification Act of 1949 are eligible for the territorial cost-of-living allowances.

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(d)

(e) All CIA employees are eligible for special allowances.

(2) Special Provisions

- (a) All rights, privileges and benefits accruing to any person serving under contract shall be determined in accordance with the terms of his employment contract. However, if it is determined that such person is to receive any foreign area or territorial allowances and/or differentials, and operational requirements permit, his contract shall provide that such allowances and differentials will be paid in general conformance with the standards and criteria established by the applicable Federal regulations and this regulation. If security considerations require, the allowances may be grouped, estimated and rounded off, and, if necessary, the contract may provide for waiver of reporting actual cost of quarters.

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F. Administration

In accordance with the provisions and eligibility criteria established by the applicable Federal regulations and this regulation, the following procedures shall govern the administration of the various allowances and differentials.

(1) Authority to Grant

- asky → || ? (a) Chiefs of Stations or Missions are authorized to grant, revise or terminate for employees assigned to their posts temporary lodging, quarters, post, special post and transfer allowances. This authority may not be redelegated.

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- (b) The Chiefs of Personnel Divisions (Overt and Covert) are authorized to grant, revise or terminate territorial cost-of-living allowances, foreign area, territorial [REDACTED] differentials and separation allowances for personnel processed through their divisions.
- ambiguous?*  
*why Personnel Director?*  
*[APs are authorized....]*
- (c) The Personnel Director may, upon the recommendation of the Assistant Director concerned and with the concurrence of the Comptroller, grant, revise or terminate representation and special (other than special post) allowances and differentials.

(2) Processing of Standardized Allowances

(a) Submission of Applications

- Procedure No Series*
- (1) Employees, including those in Government-owned, -leased or -requisitioned quarters, eligible for standardized allowances, shall immediately following arrival at a new post, complete in duplicate and submit to the Station or Mission Chief at the post applications for such allowances on Form 33-22, which serves not only as an application for allowances but also as a report of quarters cost or occupancy of Government housing.
- (2) Employees shall submit new Forms 33-22 as of:
- (a) July 1 of each year; and
- (b) The date of any change in: living quarters, family status or annual rate of estimated expenses for rent and/or utilities, except where the change in such annual rate is caused by fluctuation in rate of exchange (See section 3. 7 (c), Foreign Area Standardized Allowance Regulations).
- (3) Separation allowances ordinarily will be authorized before the employee leaves Headquarters for his post, but if an employee shall apply for a separation allowance after arrival at his post he shall prepare an extra copy of Form 33-22 containing the following additional information: The date on which he commenced official travel, the date on which he was last physically separated from his family

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and the anticipated period of the separation. The Station or Mission Chief shall immediately submit to Headquarters, for the attention of the appropriate Assistant Director, this extra copy of the form together with a covering operations memorandum signed by him, giving the reasons for the separation and the post's recommendations.

(4) Certification of Form 33-22

The Station or Mission Chief is responsible for the careful examination of the completed Form 33-22, including supporting receipts and other evidence necessary for compliance with section 3.61 of the Standardized Allowance Regulations. It is his responsibility to ascertain that the estimates of annual expenses reflect actual costs. After making any changes warranted and satisfying himself as to the correctness of the Form 33-22, he shall certify all copies in the spaces provided. Receipts and other supporting evidence shall be returned to applicants after certification of the form. (Applicants are responsible for retaining such evidence and must be prepared to submit it at any time during the next two years or during the remainder of assignment to the post, whichever is less, upon request of the Station or Mission Chief.)

(b) Granting of Standardized Allowances

(1) The granting of temporary lodging, quarters, post, special post and transfer allowances will be effected through the issuance, in quadruplicate, by the Station or Mission Chief of a Schedule of Allowances. The original and two signed copies, together with the original of each pertinent application for allowances, must be transmitted to the Finance Office. (One copy of each form shall be retained for post files.)

(2) Schedules of Allowances will be issued each time an allowance is granted, revised or terminated by the Station or Mission Chief. The schedules also must be issued at the beginning of each fiscal year (1 July) with complete information as to the allowances payable to the employees of each Station or Mission based on certified Forms 33-22.

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- (3) Station or Mission Chiefs shall grant to the applicant any of these allowances to which he may be entitled under applicable regulations and effective as of the dates and circumstances prescribed by the Standardized Allowance Regulations, as implemented by these regulations, except that doubtful cases shall be immediately referred to Headquarters for the attention of the Personnel Director in accordance with Section F (4) (a) of this regulation.

(3) Post Differentials and Territorial Cost-of-Living Allowance

No application need be made for the foreign area, territorial [REDACTED] differentials and the Territorial Cost-of-Living Allowance, but such differentials and allowances will be granted, where applicable, by the Chiefs, Personnel Divisions, Overt and Covert, and will be included on the employees' Personnel Actions.

(4) Separation Allowances

Separation allowances will be granted, revised or terminated by means of individual authorizations in accordance with Section F (1) (b) of this regulation, and, where applicable (See section F (2) (a) (3) of this regulation), will be based on certified Forms 33-22 and the supporting memoranda.

(5) Special Provisions

- (a) The Personnel Director shall, under the applicable regulations, make administrative determinations as to eligibility for allowances and differentials in individual doubtful cases where such determinations are required. In such cases no differential or allowance shall be paid unless and until the Personnel Director determines that the employee is eligible. If determined eligible, payment of the differential or allowance shall be made retroactive to the date when all conditions of eligibility were met.

- (b) The Personnel Director may, upon recommendation of the appropriate Assistant Director, establish special or blanket provisions for application of the Federal regulations for individuals, areas or activities where operational or administrative conditions so require.

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(6) Representation Allowances

- (a) Authorization shall be made in writing in accordance with section F (1) (c) of this regulation prior to the incurrence of any representation expense, and they will not extend beyond the fiscal year in which they are made, subject to renewal in successive years on the specific approval of the authorizing officers.

Stations or Missions Chiefs may at any time submit memoranda to the appropriate Assistant Director recommending that certain representation allowances be granted, revised or terminated and stating the reasons therefore.

- (b) Allowances or reimbursement for general representation may be authorized on an individual basis or to Chiefs of Stations or Missions to be allotted by them as circumstances at each post require in accordance with anticipated expenditures.
- (c) Allowances or reimbursement supplementing travel, per diem, transportation expenses, quarters and living allowances must be authorized at specific rates to specific individuals.
- (d) All representation allowances and reimbursements shall be processed and accounted for by submitting to the Finance Division, Finance Office, the authorizing memorandum and whichever of the following data is applicable:

- (1) To obtain reimbursement for representation expenses, the employee must (1) certify that the extra travel and transportation accommodations were actually used, and (2) submit itemized details for all other representation expenses for which reimbursement is claimed.
- (2) To obtain representation allowances the employee must (1) account for supplementary quarters allowances in the same manner as is required for regular quarters allowances under the applicable regulations, (2) certify to the average rate of the daily subsistence expenses up to the maximum combined amount of normal and supplementary per diem and (3) certify to the average rate of any other allowable, recurring representation expense which will be paid on an allowance basis.

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- (3) To obtain a post allotment the Station or Mission Chief shall submit an estimate of anticipated expenditures.

After receipt of the allotment and distribution thereof the Chief shall furnish the Finance Division, Finance Office, with a signed statement of the distribution made, retaining a copy for his record.

The recipients shall submit to their Chiefs itemized details of the representation expenditures made under their allotments, which itemizations shall be consolidated by the Chiefs and then forwarded to the Finance Division, Finance Office.

- (4) The Finance Division, Finance Office, will maintain appropriate records of the amounts expended for representation purposes by each post and major operational activity, and render a report thereof through the Budget Division to the Deputy Director (Administration) at the end of each fiscal quarter, or more often as required, for the information of the Director.

(7) Special Allowances and Differentials

- (a) Special allowances and differentials may be granted on an individual or group basis depending upon the circumstances, in accordance with the recommendations required by section F (1) (c) and when applicable the reports furnished under section F (8) of this regulation.
- (b) They shall be processed and accounted for, to the extent permitted by security considerations, in the same manner as their counterparts in the standardized allowances and/or differentials.
- (c) The authorizing officers shall periodically, but at least annually upon receipt of the report under section F (8) of this regulation, review all the special allowances and differentials granted in order to authorize their continuance, revision or termination dependent upon existing conditions and circumstances.

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